

# City of Salem Boards & Commissions

## Application Form

Completing this form is one way to indicate your interest in being considered for appointment to some of the Boards and Commissions for the City of Salem. **Only City residents will be considered for service on a Board or Commission.** All appointments and re-appointments remain at the discretion of City Council. Please complete and either mail this form to: City of Salem, Attention: Judy Hough, 114 North Broad Street, Salem, Virginia 24153; email to [jhough@salemva.gov](mailto:jhough@salemva.gov) or FAX to (540) 375-4048. Any questions please call the office at 540-375-3016.

List a maximum of three (3) Boards, Commissions, Committees or Authorities on which you are interested in serving.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Mr. \_\_\_\_\_  
Mrs. \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Ms. \_\_\_\_\_

Home Address: \_\_\_\_\_ (Zip) \_\_\_\_\_

Occupation: \_\_\_\_\_ Employed by: \_\_\_\_\_

Home Phone No.: \_\_\_\_\_ Business Phone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

E-Mail: \_\_\_\_\_

Do you live in the City of Salem? Yes ☐ No ☐

Are you currently a member of a City Board, Commission, Committee or Authority? Yes ☐ No ☐

If yes, please list: \_\_\_\_\_

What talent(s) and/or experience can you bring to the Board(s)?

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What do you feel you can contribute to the Board(s) and to the community that may not be evident from information already on this form?

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Please use this space for any additional information you would like to provide:

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A resume or separate sheet with additional information may be included.

Attendance requirements: City Council requires appointees to attend at least 75% of the yearly committee meetings. Absences may be excused because of personal illness or serious illness of members of the immediate family, death of a family member, unscheduled or unforeseen business trips, and emergency work assignments only. All other absences are recorded as unexcused.

In light of the above, will you be able to attend at least 75% of the regular meetings of the boards to which you may be appointed? Yes ☐ No ☐

## CITY OF SALEM BOARDS & COMMISSIONS

### Blue Ridge Behavioral Healthcare

The Blue Ridge Behavioral Healthcare commission consists of three members and three at-large members from the city who serve three year terms. The goal of this group is to act as an operating Community Service Board which provides a system of comprehensive community mental health, mental retardation and substance abuse services under local control.

### Board of Appeals International Building Code

The Board of Appeals International Building Code Board consists of five members and three alternates from Salem. These members serve five-year terms and they meet when it is necessary to address an appeal of a decision made by a building official. The chairman of the committee will give notice of such meetings and they will occur within ten working days of any appeal that is filed.

### Board of Equalization of Real Estate Assessments

The Board of Equalization of Real Estate Assessments consists of five members. These individuals serve three-year terms and are appointed to the board by the Circuit Court on the recommendation of Council. Individuals on this committee can only serve for 9 consecutive years or 3 terms and must be property owners within the city. This Board meets as needed with citizens who have questions about the validity of their real estate assessments.

### Board of Zoning Appeals

The Board of Zoning Appeals is made up of five members and three alternates from the City. These individuals serve five year rotating terms and are appointed by the Circuit Court upon the recommendation of Council. Members on this Board are paid \$100 for each meeting they attend. They meet every third Thursday of each month as needed when someone wants to appeal a decision made by the Zoning Administrator (i.e. to request any variance to the particular zoning ordinance in that area.)

### Fair Housing Board

The Fair Housing Board consists of five members and meets when necessary. Each member on this board serves a three-year term. This committee reviews questions concerning the Fair Housing Act

that covers most housing transactions including rentals, home sales, advertising, mortgage lending, home improvements, and zoning activities, but only if one is discriminated on the basis of one of the following protected classes as defined by federal, state, and/or local law.

### Local Office on Aging (LOA)

The Local Office on Aging has an advisory council that the City of Salem appoints a representative to for an extended period of time. In the fifth planning district, the LOA also has a Board of Directors comprised of 12 individuals including one citizen representative, who is currently from the City of Salem. The term of service is for three years, with the possibility of another three additional years. The Board meets six times a year and the advisory council meets five times a year.

### Planning Commission

The Planning Commission is made up of five people who each serve four year terms. The commission meets once a month to discuss subdivisions, rezoning requests, Special Exception Permit requests, and other such items. Committee members are paid \$100 a month and they are also members of the NPDES Citizens' Committee.

### Real Estate Tax Relief Review Board

The Real Estate Tax Relief Review Board consists of three members who each serve three-year terms. This committee meets once a year to hear appeals to determine if elderly citizens, who have been denied relief because they do not meet specific qualifications, but are eligible due to personal circumstances.

### Salem Transportation Safety Commission

The Salem Transportation Safety Commission has 7 members, and all except one of those are City employees. This committee also has three student representatives from Salem High School. The term of service for this commission is four years.

### School Board of the City of Salem

The school system is governed by a five-member School Board appointed by Salem City Council. These members serve overlapping three-year terms. The School System's Superintendent is the Board's chief executive officer and is appointed for a four-year term. The Primary functions of the School Board include overseeing the administration of the school system, setting policies for guiding the administration of the schools, and developing an annual school budget. The School Board meets on the second Tuesday of each month in the Board Room of the School Administration Building at 510 South College Avenue

#### Total Action Against Poverty

The Total Action Against Poverty Board features 27 total members including one member from Salem City Council and a full-time alternate from the city. This individual serves a two-year term. TAP's Board of Directors meets nine times per year and the entire organization prides itself in its strong commitment to offering equal opportunities to all citizens in the organization's governance and employment.

#### Virginia Western Community College

The Virginia Western Community College Board features one member from the City of Salem. This individual serves a four-year term and can only serve two full terms before stepping down. This committee does everything from review curriculum to serve as a link between the State Board for Community Colleges and the local governments. This group meets six times a year - on the second Tuesday on every other month, beginning in January. The meetings take place in the College Board Room at Virginia Western at 3:30 p.m.

#### Economic Development Authority (EDA)

The Economic Development Authority (EDA) is made up of 7 members who each serve four-year terms. This group meets when necessary. The primary purposes of the IDA are (1) to acquire, own, lease and dispose of properties; (2) to issue bonds and make loans in order to promote industry and trade in the City, and (3) to induce manufacturing, industrial, governmental, non-profit and commercial enterprises and institutions of higher education to locate, remain and expand in the City.